



U.S. Department of Justice
Office on Violence Against Women

OVW

Legal Assistance for Victims Grant Program

Fiscal Year 2005 Solicitation

***Letter of Intent Deadline:
January 4, 2005***

***GMS Registration Deadline:
January 11, 2005***

***Application Deadline:
January 25, 2005***

**U.S. Department of Justice
Office on Violence Against Women**
810 Seventh Street, N.W.
Washington, D.C. 20531

John Ashcroft
Attorney General
U.S. Department of Justice

Diane M. Stuart
Director
Office on Violence Against Women

Department of Justice Response Center:
1-800-421-6770

TTY
[202-307-2277](tel:202-307-2277)

Office on Violence Against Women
www.ojp.usdoj.gov/vawo

Application for Legal Assistance for Victims Grant Program
www.ojp.usdoj.gov/fundopps.htm

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice. Created in 1995, the OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, dating violence¹, sexual assault, and stalking. Since its inception, the Office has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, VAWA grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable for their violence.

About the Legal Assistance for Victims Grant Program

This Program is intended to increase the availability of legal assistance necessary to provide effective aid to victims of domestic violence, dating violence, stalking, or sexual assault who are seeking relief in legal matters arising as a consequence of that abuse or violence.

The LAV Program awards grants to law school legal clinics, domestic violence victims' shelters, bar associations, sexual assault programs, private nonprofit entities, Indian tribal governments, legal aid or statewide, faith and/or community-based legal service providers. These grants are for providing direct legal services to victims of domestic violence, sexual assault, and stalking in matters arising from the abuse or violence and for providing enhanced training for lawyers representing these victims. The goal of the LAV Program is to develop innovative, collaborative projects that provide quality representation to victims of domestic violence, sexual assault, and stalking.

AVAILABILITY OF FUNDS

The ability of OVW to make awards under Legal Assistance for Victims Grant Program in Fiscal Year 2005 is contingent upon Congressional appropriation of funds for that purpose.

Award Period

The award period for new and continuation grants will be 24 months. **Budgets must reflect 24 months** of project activity.

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. FY 2005 grants will be awarded to new and continuation projects based on the following guidelines:

- Multicounty projects servicing 9 counties or fewer are eligible for a maximum award of \$450,000 for 24 months.
- Projects servicing 10 counties or more are eligible for a maximum award of \$650,000 for 24 months.
- Projects that are statewide are eligible for no more than \$850,000 for 24 months.

¹ The term 'dating violence' means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. 42 U.S.C. 3796gg-6, *as amended by* the Justice for All Act of 2004.

- Applicants serving tribal areas may approximate how many counties would be involved in their proposed project to determine their budget request.
- OVW may elect to make grants for greater or lesser amounts than requested, and to negotiate the scope of work with applicants prior to award of a grant.

Applications for continuation funding will be considered based on their current funding level. Current projects may also include an increase in the cost of living in their budget request. A very modest expansion of services may also be considered.

Letter of Intent

All applicants who intend to apply for FY 2005 funding under this program are encouraged to submit a non-binding letter of intent, (please see Appendix F), to OVW by January 4, 2005. You may fax the letter to OVW at (202)514-5818. OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

Application Due Date

Please note that final applications are due **by 5:30 pm (EST) January 25, 2005, and will be accepted only through the U.S. Department of Justice's Office of Justice Programs (OJP) Online Grant Management System (GMS)**. Applicants should register online with GMS **by January 11, 2005**. It may take up to one week for you to receive confirmation that you are eligible to apply. In addition, an original hard copy must be sent to Aspen Systems Corporation via overnight delivery no later than **January 25, 2005**. Applicants should retain proof of timely submission. We strongly recommend that you use a traceable shipping method which will allow you to confirm the delivery of your application. Applications sent by fax will not be accepted.

Please refer to the "How to Apply" section on page 18 of this solicitation for further instructions.

Program Eligibility

Eligible Grantees

To maximize the jurisdictions, and thereby victims served by LAV grants, recipients of FY 2004 funding who have current awards, and their project partners, are not eligible to apply regardless of whether they propose services for a different geographical area.

Only FY 2003 grantees, previously unsuccessful applicants and new applicants are eligible to apply for FY 2005 funding. FY 2003 grantees who are out of compliance, including delinquent progress reports and/or financial status reports, will not be considered for funding.

All applicants who have not received prior grant funding under this grant program are eligible to apply for FY 2005 funding.

Recipients of FY 2000 and 2002 funding who did not receive an FY 2004 continuation award are eligible to apply for new FY 2005 funding. Please note: if such an application is successful, it will be processed as a new award not a supplemental or continuation award. OVW will close out the prior award.

An applicant or project partner may submit only one LAV Program application per fiscal year.

Project partners who have not received funding from any other LAV funded project in the amount of \$50,000 or more, and are not current partners in an application to be submitted in FY 2005 are eligible to apply as a lead applicant or project partner.

Certification Requirements

To be eligible for an award, applicants shall certify that they are in compliance with the statutory requirements. The details of these requirements are listed below under the *Minimum Requirements* section of this solicitation. Please also refer to Appendix E for a sample certification letter.

Minimum Requirements

To be eligible for an award under the LAV Program, applicants must certify that they are in compliance with the following statutory requirements²:

(1) Any person providing legal assistance through a program funded under (the LAV Program) has completed or will complete training in connection with domestic violence or sexual assault and related legal issues.

(2) Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a state, local, or tribal domestic violence or sexual assault program or coalition, as well as appropriate State and local law enforcement officials.

(3) Any person or organization providing legal assistance through a program funded under the LAV Program has informed and will continue to inform State, local, or tribal domestic violence or sexual assault programs and coalitions, as well as appropriate State and local law enforcement officials of their work.

4) The grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, or child sexual abuse is an issue.

OVW may remove an application from consideration prior to peer review if this certification is missing from the application.

Types of Applicants

Eligible Applicants

By statute, eligible entities for this program are the following:


- Private Nonprofit Entities
- Publicly funded organizations not acting in a governmental capacity
- Indian Tribal Governments or Consortia

Private Nonprofit Entities include faith and community-based organizations. Additionally, eligible applicants are required to enter into a collaborative working relationship with a nonprofit, nongovernmental domestic violence and/or sexual assault program within the community to be

² 42 U.S.C. 3796gg-6(d).

served.

Additional Criteria

 Applicants should meet the following criteria in order to be eligible for funding:

- Victim services programs must reflect (e.g., through mission statements or training for all staff) an understanding that the violence perpetrated against victims is grounded in an abuse of power by an offender and reinforced through intimidation and coercion.
- Victim services programs must address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence.
- Legal services programs must consult and coordinate with nonprofit, nongovernmental victim services programs including sexual assault and domestic violence victim services programs.

Current grantees are eligible for supplemental or continuation funding to support on-going activities or to enhance those activities for an extended period of time. **Continuation or supplemental funding is not guaranteed. All applications will be subject to peer review and internal review by OVW staff. Those applications receiving the highest scores will be eligible to be considered for funding.**

PROGRAM SCOPE

The scope of the LAV Program is defined by the following statutory program purpose areas and program priority areas. Proposed projects must implement activities consistent with the statutory program purpose areas. Proposed projects must address at least one purpose area, but do not need to address multiple purpose or priority areas in order to receive support.

Statutory Purpose Areas

By statute funds may be used:

- (1) to implement, expand, and establish cooperative efforts and projects between domestic violence and sexual assault victim services organizations³ and legal assistance providers to provide legal assistance for victims of domestic violence, dating violence, stalking, and sexual assault;
- (2) to implement, expand, and establish efforts and projects to provide legal assistance for victims of domestic violence, dating violence, stalking, and sexual assault by organizations with a demonstrated history of providing direct legal or advocacy services on behalf of these victims; and

³ A domestic violence or sexual assault victim services program is a nonprofit, nongovernmental organization that assists victims by providing social services, case management, referrals, and housing, for example.

(3) to provide training, technical assistance, and data collection to improve the capacity of grantees and other entities to offer legal assistance to victims of domestic violence, dating violence, stalking, and sexual assault.⁴

Exclusive Provision of Services to Sexual Assault, Stalking, and Domestic Violence Victims

All applicants for LAV grants are required to ensure that services supported by these funds will be provided to sexual assault, stalking, dating violence, or domestic violence victims who cannot afford legal services as determined by the lead applicant or project partner after an intake interview with the prospective client. Grants funds cannot be used to support legal representation in the following areas:

- Tort cases
- Child sexual abuse cases
- Cases involving the child protection system
- Victim service employee cases

Activities That May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying the LAV Program. Experience has shown that certain practices compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior.

Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants are discouraged from proposing projects that include any of the activities that may compromise victim safety such as the following:

- **Mediation, alternative dispute resolution, or joint counseling as a response to domestic violence, dating violence, sexual assault, or stalking.**
- **Policies or practices that discourage accepting cases for victims who do not have physical evidence.**
- **Refusal to represent victims who are also respondents/defendants.**
- **Representation on the condition that victims seek protection orders, counseling, or some other course of action with which they disagree.**
- **Failure to conduct safety planning with clients.**

Review Process

All applications will be subject to internal review by OVW staff and peer review and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the initial review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are sent to peer review, only those sections of the application that are within scope will be reviewed.** Criteria for the initial

⁴ Pub. L. No. 106-386, Sec. 1201, 114 Stat. 1464, 1504-1505, *codified at* 42 U.S.C. 3796gg-6(c).

internal review follow:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 4);
- Whether all statutory eligibility criteria are met (see page 3);
- Whether the minimum requirements for the program are met (see page 3 and Appendix E);
- Whether the certification requirements for the program are met (see page 15);
- Whether the application proposes significant activities that may compromise victim safety (see page 6);
- Whether the proposed budget is within the established limits (see pages 12-14).

In addition, applications for continuation funding will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. (See page 7 for further details on criteria for this review.)

OVW will establish panels of experts and practitioners to review applications. Each panel will review the information provided in the application against the selection criteria for the program. Following peer review, a second internal review will consider the geographic distribution of the applications for a national and statewide perspective, the ratio of population to services, the existence of underserved communities, and the type of projects already funded within an applicant's state or community. The total points possible for an application are 100 (65 points for Narrative, 15 points for Budget, and 20 points for the MOU or MOE. Applications with the highest composite scores will be considered for funding under this grant program.

Application Content

Applicants must complete each of the following sections as part of their proposals. **Applicants will not be contacted for missing sections or incomplete information. OVW may remove the application from consideration prior to peer review if the application is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. Please be sure to number each page of the application. Please note that incomplete applications may not be considered for funding. Peer reviewers will not receive materials submitted beyond those required by this solicitation.

All applicants must use the following page format requirements:

- ☐ Double spaced
- ☐ 8 ½ x11 inch paper
- ☐ One inch margins
- ☐ Type no smaller than 12 point, Times New Roman font
- ☐ No more than one page each for Summary Data Sheet and Abstract
- ☐ No more than 5 pages for Status of the Project
- ☐ No more than 20 pages for the Project Narrative
- ☐ No more than 5 pages for the Memorandum of Understanding/Memorandum of Exemption

Peer reviewers will not review applications exceeding the page limits, or their equivalent.

DUNS Number

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **The DUNS number will be entered into GMS by the applicant. An application will not be considered complete until a valid DUNS number is provided by the applicant.** Individual persons who receive a grant or cooperative agreement from the Federal government are exempt from this requirement.

Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

If you have any questions about the DUNS number requirement, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

Application for Federal Assistance (SF- 424)

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this Program is 16.524, and the title is LAV Program (block 10). The cognizant federal audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

Summary Data Sheet (not to exceed 1 page):

Please identify the following:

- The statewide, faith and/or community-based legal service provider(s), the domestic violence and/or sexual assault victim services program(s), and any other collaborating entity involved in the project; and
- Other grants to support similar work for which you have applied to other components of the Office of Justice Programs, other federal agencies, or the Legal Services Corporation.

Abstract

(not to exceed 1 page):

The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should describe concisely the current project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

Abstracts will be reviewed by the peer review panel according to the following criteria:

- Conciseness
- Accuracy in summarizing the Project Narrative.

Status of the Current Project
(not to exceed 5 pages):

Applicants for continuation funding only. This section will be used for internal review only. The application may receive a deduction in points based on the criteria listed below. This section should be provided on a separate page. State what has been accomplished with previous funding under the LAV program, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products; and
- Any unanticipated obstacles to project implementation.

This section should be as clear and succinct as possible.

Current projects will be rated by OVW using the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;
- Whether the grantee has demonstrated that past activities supported with LAV grant funds have been limited to LAV Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing grant award from the Department of Justice;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has completed the project goals, objectives, and products according to the approved time line;
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee appropriately utilized and actively participated in OVW sponsored workshops and other technical assistance events required as by a special condition of the current award.
- Whether the grantee has received financial clearances on all current grants from DOJ.
- Whether the grantee has complied with the Office of Management and Budget audit requirement.

Project Narrative: (65 Points Total)

The Project Narrative for new applicants must not exceed 15 double-spaced typed pages. The project narrative for applicants applying for supplemental funding must not exceed 20 double-spaced, typed pages. The components of the Project Narrative are worth a cumulative total of 65 points. The narrative should include a project period of 24 months. A peer review panel will evaluate each applicant's project narrative according to the criteria:

Need for the Project

10 points

This section should describe briefly the problem to be addressed and how funding would alleviate it; identify the target population and state how the target population would benefit from the proposed project (*please use current demographic information in order to be as specific and detailed as possible when describing the population to be served*); and describe the communities in which the project would be implemented, including location, population, and demographic information. For multicounty projects, please submit a map of counties that illustrates which counties will be served in relation to the rest of the state in which they are located.

What Will be Done

40 points

Applicants should detail the project goals and objectives, describe the specific tasks and activities necessary for accomplishing each, and include a reasonable time line that identifies when activities will be accomplished. Supplemental grants must be based on the original project goals, objectives, and activities; however, requests for modest project expansion may be considered. The application should describe how additional funding will continue and/or enhance the existing project.

This section should also include a description of the products, if any, that will be generated and how these products could be used to assist other communities to address the legal needs of victims of domestic violence, dating violence, sexual assault, and stalking. **LAV funds may not be used to support the development of websites or video production.** Some communities would not benefit from the development of new products. Please provide an explanation if your application does not contemplate the development of any products. Do not include a restatement of project activities in this section.

The application should also provide a supervision or mentoring plan for attorney staff involved in the project.

Selection Criteria

In addition to the criteria above, this section on "What Will Be Done" will also be rated on the following:

- The extent to which all project activities fall within the statutory scope of the program.
- The extent to which proposed activities would address the need described.
- The extent to which project activities seem feasible and likely to succeed.
- The extent to which the proposal does not include activities that compromise victim safety.
- Project activities are clearly described and reflect sound and innovative strategies to improve victim safety.
- The extent to which direct legal services will be provided.

Applications will also be evaluated by a peer review panel on whether the application adheres to the following criteria:

- ***Provide comprehensive legal services to sexual assault, stalking, and dating violence***

victims who cannot afford legal services as determined by the lead applicant or project partner after an intake interview with the prospective client.

Services should, as much as possible, include representation for emergency and nonemergency protection order hearings and other legal matters arising as a consequence of the abuse or violence, including family, immigration, administrative agency, or housing matters, protection or stay away order proceedings, and other similar matters. However, grant funds may not be used to support law reform initiatives, including but not limited to litigation.

- **Provide comprehensive legal services to underserved communities.**

OVW encourages applicants to serve communities which have been traditionally underserved. Applicants that propose to deliver services to an underserved community must demonstrate a capacity to continue serving that community. To demonstrate this, applicants may: 1) highlight their organization's accomplishments within the community; 2) show a history of formal and informal collaborations in the community; and/or 3) obtain letters of support from community based organizations. None of these is required and other methods of demonstrating capacity to serve a traditionally underserved community are acceptable.⁵

- **Coordinate with local faith and/or community-based nonprofit, nongovernmental sexual assault and/or domestic violence programs.**

All applicants must enter into formal collaborations with faith- and/or community-based nonprofit, nongovernmental sexual assault and/or domestic violence programs (e.g., rape crisis centers, local battered women's shelters, victim advocacy organizations or coalitions). While a limited number of legal services programs around the country are already operated by sexual assault and/or domestic violence programs, most legal services programs have not traditionally collaborated with domestic violence or sexual assault organizations. To promote and enhance these partnerships, the Legal Assistance for Victims Program requires that all applicants submit a memorandum of understanding, signed by the leadership of all agencies or organizations participating in the proposed project. Similarly, the budget for the proposed project must reflect appropriate compensation for staff from the participating sexual assault and/or domestic violence programs and legal services programs.

- **Implement guidelines outlined in *The Legal Assistance for Victims Grant Recipients' Policy Manual*.**

Successful applicants will receive and are encouraged to implement protocols directed at enhancing victim safety. These include, conflict of interest, confidentiality, screening for domestic violence, and providing services to enhance the safety of victims. (*The LAV Grant Recipients' Policy Manual* is available at www.ojp.usdoj.gov/vawo/publications)

Also, the Office has an interest in projects that:

- Establish or strengthen projects focused solely or primarily on providing a broad range of legal representation to victims of sexual assault.
- Establish or strengthen programs that provide comprehensive representation to victims of domestic violence, stalking and sexual assault on lands within the

⁵ [T]he term 'underserved populations' includes populations underserved because of geographic location (such as rural isolation), underserved racial and ethnic populations, and populations underserved because of special needs, such as language barriers, physical disabilities, alienage status, or age[.] 4 USC 3796gg-2(7).

jurisdiction of an Indian tribe.⁶

- Establish or strengthen programs that provide comprehensive representation to victims of domestic violence, stalking, and sexual assault serving urban communities and/or linguistic and cultural minorities.

Who Will Implement the Project

10 Points

All applicants must identify the agency(ies) or office(s) responsible for carrying out the project. This section should clearly identify all of the project partners, specify their respective roles and responsibilities, describe the collaborative relationship to be developed/enhanced, and demonstrate the capacity of all project partners to serve victims of domestic violence, sexual assault, and/or stalking.

Sustainability Plan

5 Points

Because this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the LAV Program were no longer available.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term. **Continuation or supplemental funding is not guaranteed and applicants are encouraged to seek additional means of support to sustain their current projects.**

Sustainability plans may vary depending on whether the applying organization is a new, continuation, urban or rural based applicant, and/or receives other federal funding. The sustainability plan should be feasible and include a combination of strategies to obtain funding from any or all of the following sources: local foundations, planned giving, community events, state and local government, corporate sponsorship, and donations of goods (equipment) and pro bono services. Applicants can also demonstrate project sustainability by including match addressing nonfederal contributions to the program. Match, however, is not required.

Budget Detail Worksheet and Narrative: 15 Points

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. (*See Sample Budget at Appendix B*). The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources necessary for project implementation and discussed in the project narrative.

⁶ For the purposes of this grant program, *Indian tribe* is defined as any tribe, band, pueblo, nation or other organized group or community of Indians, including an Alaska Native village or regional or village corporation (as defined in or established under the Alaska Native Claims Settlement Act, 43 U.S.C 1601 et seq.), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, non-governmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions.

Budget Caps

The following award limits are firm and apply even to applications for supplemental funding. The proposed budget should be for 24 months and in proportion to the number of counties to be served. Under no circumstances should the proposed budget exceed the following limits:

- Projects serving 9 counties or fewer will be awarded no more than \$450,000.
- Projects serving 10 counties or more but not serving an entire state will be awarded no more than \$650,000.
- Projects that are statewide will be awarded no more than \$850,000.
- Applicants serving tribal areas may approximate how many counties would be involved in their proposed project to determine their budget request.
- Applications for continuation funding will be considered based on their current funding level. Current programs should also include an increase in the cost of living in their budget request. A very modest expansion of services may also be considered.

Five-year (2+2+1) Pilot Funding Plan

In FY 2005, the LAV Program is offering two different funding options: 1) the standard 2 year grant award; or 2) the optional 5-year Pilot Funding Plan. Applicants may elect to apply for the Five-year Pilot Funding Plan. Under the "Pilot" Plan successful applicants will receive funding in descending amounts over a five-year period, and will not be required to compete for continuation funding, after the first year. Subsequent funding, however, is contingent upon continued appropriations for the program, and grantee compliance with program requirements and grant award special conditions. OVW may choose to discontinue the Five-year plan at any point. Continuation funding is, therefore, not guaranteed. Successful applicants will also be required to submit a 5-year strategic plan describing their commitment and capacity to continue the project when federal funds are decreased and no longer available.

Subject to the stated contingencies, awards will be made in the following manner: successful applicants will receive an initial award in FY 2005, based on a 24-month budget funded at 100%; a subsequent award will be made in FY 2007, based on a 24 month budget funded at 75% of the initial award amount; and in FY 2009, the final award will be based on a 12 month budget funded at 50% of the initial award.

These percentages are based on the initial award amount of up to \$450,000, \$650,000 or \$850,000 (see budget caps above). Applicants are not eligible to compete for LAV funding for up to 12 months after the project end date.

OVW has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

Budget Requirements

The following is a short list of budget guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day because they require prior approval by the Director of the Office on Violence Against Women.
- A contribution of non-Federal dollars ("match") is not required for this program, but applicants are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.
- All applicants **are required** to allocate funds (\$15,000 for Tribal consortia and projects serving 10 or more counties, and \$10,000 for projects serving 9 counties or less) to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Applications selected for funding which do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. This required amount must be included in the "travel" category. Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.) These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Successful applicants **must** prioritize LAV targeted trainings and attend at least two LAV sponsored events before seeking approval to attend other comprehensive OVW-designated technical assistance trainings. Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers.
- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by OJP's Office of the Comptroller. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at www.ojp.usdoj.gov/oc/fmts.htm.
- Applicants must provide justification for all budget items including bar dues, legal publications, and rent. Justification should be based on the ratio of project personnel who are full-time equivalents as compared to the number of full-time personnel in the applicant agency.

A Sample Budget Detail Worksheet is included in Appendix B of this solicitation. The budget and budget narrative should be submitted online as one attachment under "Budget Narrative." When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

Memorandum of Understanding: 20 Points **(not to exceed 5 pages)**

All applications which are not from domestic violence or sexual assault victims services agencies must include a Memorandum of Understanding (MOU) as a separate attachment to the application. The MOU must be current (i.e., signed and dated in calendar year 2004-2005) developed and

signed by the chief executive officers and/or directors of all participating agencies such as nonprofit, nongovernmental victim services programs, legal services programs, Indian tribal governments and public entities not acting in a governmental capacity. (See *Sample MOU at Appendix C*). Page limit does not include signature page.

The MOU must: Provide a brief history of the collaborative relationship among the partners, including when and under what circumstances the relationship began and when each partner joined the collaboration.

- Describe any changes in the collaboration, including an explanation or description of any new or additional partners that have been added or any partners that would no longer participate;
- Specify the extent of each party's expertise and participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency will assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for planning, developing, and implementing project activities and describe how they will work together and how they will work with project staff;
- Demonstrate a commitment on the part of all partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties; and
- Describe the resources each partner will contribute to the project either through time, in-kind contribution, or with the use of grant funds (for example, office space, project staff, training).

Memorandum of Exemption: 20 Points
(not to exceed 5 pages)

Applications from agencies that provide services to domestic violence or sexual assault victims must submit a Memorandum in Support of Request for Exemption (MOE) as a separate attachment to the application. (See *Sample MOE at Appendix C*). The MOE should reflect the following:

- One of the primary purposes of the victim services program is providing services to victims of sexual assault, dating violence, or domestic violence.
- The length of time the victim services organization has operated.
- Organization's accomplishments in the community.

Letters of support may not be submitted in lieu of the MOU or MOE.

Standard Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt and is required in order to submit an application received through GMS. **NOTE:** If the authorizing official is not the individual submitting the application in the GMS system, be sure the correct authorizing official information has been entered.

Anti-Lobbying Act

The Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Certification of Nonsupplanting

Applicants must submit a letter to OVW's Director, Diane M. Stuart, certifying that supplanting of non-Federal funds will not take place should a grant award be made, must be faxed to (202) 354-4147 or electronically scanned and submitted as an attachment via GMS. Please refer to Appendix D for a sample letter. Be sure to reference your application number.

Indirect Cost Rate Agreement

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement. The indirect cost rate agreement must be faxed to (202)354-4147.

Additional Program Requirements

Office on Violence Against Women Technical Assistance Program

Grant recipients must agree to work closely with the Office staff and technical assistance providers. **Grantees are required to attend at least (2) OVW sponsored Technical Assistant events. As participation in technical assistance events will often involve out-of-state travel, applicants are required to include funds in the project budget to support travel costs associated with these activities.** Please see Budget Requirements section.

Performance Measures

There are two statutory requirements that require OVW grantees to collect and maintain data that measure the effectiveness of the funded projects. First, the Government Performance and Results Act of 1993 (GPRA), requires agencies to report on the results of government programs and activities. Second, the Violence Against Women Act of 2000 mandates that all OVW grant recipients report on the effectiveness of their programs. To address these statutory requirements, OVW has developed a LAV semi-annual Progress Report that requests specific data on grantee activities. Information that grantees must collect for this progress report includes:

- The number of individuals served.
- The number of individual persons seeking services who could not be served.

- Training provided with LAV funds including number and disciplines of those trained.
- Number of cases handled, including type of legal issue addressed and number of victims served.
- Number of pro bono attorneys recruited, trained, and mentored and number of cases accepted for representation by pro bono attorneys.
- Program effectiveness reporting activities should be conducted in compliance with the “Confidentiality of Identifiable Research and Statistical Information” protection requirements.⁸

Reporting Requirements

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$500,000 or more of Federal funds during this fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

Financial Capability Questionnaire

All nonprofit, nongovernmental organizations who apply for funding with OVW and who have not previously (or within the last 3 years) received funding from OVW or OJP must complete a Financial Capability Questionnaire. The form can be found at <http://www.ojp.usdoj.gov/oc>. Please fax this form to (202)354-4147 and include the application number predominantly on the cover page and on each page of the form.

OJP Financial Guide

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the OJP web page: <http://www.ojp.usdoj.gov/FinGuide>.

Suspension or Termination of Funding

OVW may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient who has failed to comply substantially with the following:

- The requirements of VAWA and statutory objectives of LAV;
- Timely submission of quarterly Financial Status Reports;
- Timely submission of semi-annual Progress Reports;
- The regulations and/or guidelines issued for the LAV program; or
- The application submitted in accordance with the provisions of VAWA or any other applicable

⁸ 28 C.F.R. Part 22.

federal Act.

OVW will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the Department of Justice regulations in 28 CFR Part 18. References to the Office of Justice Programs and its components are deemed to refer to the Office on Violence Against Women. The responsible agency official, as defined by 28 CFR § 18.3(h), is the director, Office on Violence Against Women.

Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this Program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at <http://www.whitehouse.gov/omb/grants/spoc.html>.

Faith-Based Organizations

Consistent with President Bush's Executive Order 13279, December 12, 2002; and 28 CFR Part 38 and Sec. 90.3, it is OVW policy that faith-based and community organizations, that statutorily qualify as eligible applicants under OVW programs, are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with non faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

Services to Limited-English-Proficient (LEP) Persons

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov

or by contacting the Office of Justice Program's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, N.W., 8th Floor
Washington, DC 20531

HOW TO APPLY

Applicants must submit a fully executed application to OVW through the **Grants Management System (GMS)**, including all required supporting documentation. **Faxed applications will not be accepted. However, certain supporting documentation may be submitted to GMS via fax as described below.** Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files, (.pdf), or Text Documents (.txt). (Please refer to Appendix A, the GMS Quick Start Guide.) The following documents must be submitted via GMS:

- ☐ SF-424;
- ☐ Certifications and Assurances;
- ☐ the project abstract and project narrative; and
- ☐ the budget, budget summary and budget narrative.

Supporting documentation can be submitted either via fax to (202)354-4147, or electronically through GMS, and can include:

- ☐ MOU or MOE; and
- ☐ Certification of nonsupplanting.

Note: The Catalog of Federal Domestic Assistance (CFDA) Number for the LAV Program is 16.524.

The application number must be included on the cover page of all faxes. Detailed instructions on how to use the GMS system to submit your application online are available at OVW's web page, www.ojp.usdoj.gov/vawo. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

Additionally, to help expedite the peer review process, **applicants must send via overnight delivery a hard-copy original of the application, postmarked by January 25, 2005 to:**

**Legal Assistance for Victims Grant Program
Aspen Systems Corporation
Mail STOP 2K
2277 Research Boulevard
Rockville, MD 20850**

Application Due Date

Applications must be received by the close of business (5:30 p.m. E.S.T.) on January 25, 2005 electronically. The application attachments (e.g. MOU, MOE, Certification of Non-Supplanting, etc.), that may be faxed to (202) 354-4147 or submitted through GMS as attachments must also be received by 5:30 p.m. EST on January 25, 2005. The hard copy original must be sent to OVW via overnight delivery not later than January 25, 2005. Applicants should retain proof of timely submission.

We recommend that you register through GMS at least two weeks before the application due date, or **no later than January 11, 2005**. All applicants must receive confirmation that you are eligible to submit an application through GMS prior to completing the application submission process.

For additional information, please contact the Office on Violence Against Women at (202) 307-6026.

APPENDIX A

GMS Quick Start Guide

Step-by-Step Guide to OJP's Grants Management System

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.590, titled Grants to Encourage Arrest Policies and Enforcement of Protection Order Program."

OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Attachments submitted via GMS must be in one of the following formats: Microsoft Word document (.doc), PDF file (.pdf), or text documents (.txt).

Applicants should use all criteria and guidelines found in this program solicitation to help them prepare their grant application. Applications must be submitted to OJP electronically through GMS no later than 9:00 p.m. ET on January 25, 2005. However, to allow adequate time to register on the online system, applicants must register for this solicitation (see Step 2 below) by January 11, 2005.

Applicants who experience difficulties at any point in this process should call the GMS Help Desk at 1-888-549-9901 option # 3.

Step 1: Signing On

Applicants who already have a GMS user ID and password should select "GMS Sign-In." Even applicants who already have a user ID will not be considered registered for the solicitation until they have signed on to GMS and selected the appropriate solicitation. To do so, proceed to step 2.

Applicants who do not have a GMS user ID and have verified that their organization has never submitted an application in the GMS should select "New User? Register Here." To verify whether or not a user ID has been assigned to your organization, please call the GMS helpdesk (1-888-549-9901 option # 3). After providing all the required information, click "Create Account" at the bottom of the page. Keep in mind that punctuation can not be used when providing the required information (only characters). Applicants should be sure to note their user ID and password, which are both case sensitive.

Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. An application will not be considered complete until a valid DUNS number is provided by the applicant. Applicants can receive a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

Step 2: Registering on GMS/Selecting the Program

After you have logged onto the system using your user ID and password, click on "Funding Opportunities."

Select the "Office on Violence Against Women" from the drop-down list and click "Search." This will narrow the list of solicitations within the Office of Justice Programs to those in OVW.

From the list of OVW grants, find "Legal Assistance for Victims Grant Program" and click "Apply Online."

Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking "Continue."

Step 3: Completing the Overview Information

Once you have selected the solicitation, you have completed your registration. You can either complete the application or log off and continue this process at a later time. To verify that you have registered, click the "GMS home" button located on the left side towards the bottom of the page. This will take you to your homepage. You should now see a grey and yellow shaded box with an application number in it. The application number is verification of your registration.

To continue, select the type of application by choosing "Application Non-Construction" in the "Type of Submission" section.

Select "New" in the drop-down box for "Type of Application."

If your state has a review and comment process under Executive Order 12372 (available online at <http://policy.fws.gov/library/rgeo12372.pdf>), then select either "Yes" and the date you made this application available under that review or "N/A" because this program has not been selected by your state for such a review. If your state does not have such a process, then select "No. Program Not Covered by E.O. 12372."

Click "Save and Continue."

Step 4: Completing the Applicant Information

Answer "Yes" or "No" to the question about whether or not your organization is delinquent on any federal debt.

The information you submitted during the registration process will appear on this page. Check this information for accuracy and relevance to your organization and make any needed changes.

Click "Save and Continue."

Step 5: Completing the Project Information

Provide a title that is descriptive of your project.

List the geographic areas to be affected by the project.

Enter start and end dates for the project that fall within the parameters described in the solicitation guidelines (e.g., 24 months).

Select all of the congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.

Enter the amount of the grant for which your organization is applying on the federal line under the "Estimated Funding" section. When inputting this number, **do not** use commas. The system will not accept the information if commas are used.

Click "Save and Continue."

Step 6: Uploading Attachments

You will be asked to upload three attachments to the online application system. Please note that files attached to applications submitted online in GMS must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or text documents (.txt). (See Application Content for detailed instructions about the information to include in each attachment.)

- Budget Detail Worksheet (Attachment #1).
- Program Narrative (Attachment #2).
- Other Program Attachments (Attachment #3).

To upload these documents, click “Attach.” A new window will open. To continue, click “Browse” and find the file on your computer or the network drive from which you wish to upload, then click on “Upload Your Document.” A window that says “File Upload Successful” should pop up. Next to the upload list, the notation should change to “Attachment OK.” Repeat these steps for all three uploads. Even if your application only has two attachments, you will need to upload a third attachment (e.g. a document saved as “blank attachment”) for GMS to accept your application.

Please note: Depending on the size of the attachment and/or your computer connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted and no exceptions will be granted. Please plan accordingly.

If you encounter any difficulties uploading your file, click on “Tips for Successful Upload.” This document will explain the usual problems with uploading files and will help you through them.

Click “Save and Continue.”

Step 7: Completing the Assurances and Certifications

You will need to accept both the assurances document and the certifications document. To do so, click on the links marked “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.”

Read both documents. At the bottom of each one, click the “Accept” button.

When you have accepted both documents, enter the correct personal information for the person submitting the application.

Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurance and certifications.

Click “Save and Continue.”

Step 8: Reviewing the SF-424

By answering the questions contained in GMS, you have completed the Standard Form 424 and forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.

If you need to make changes to any portion of the application, simply click that section along the left side of the screen and be sure to click “Save and Continue” after making any changes.

When you are sure that the information is accurate, click “Continue.”

Step 9: Submitting the Application

A list of application components will appear on the screen. It should say “Complete” before each component. If it says “Incomplete” then click on the word and it will take you back to the section that needs to be completed. At the top of that screen, it will explain what is missing.

In addition, read below the list of components for any language telling you that your user ID has not been approved. Even if you have a complete application, you will be unable to submit it until OVW has approved your user ID. OVW will approve your user ID within 5 business days after you begin your application.

Documents that cannot be submitted electronically through GMS (e.g. MOU, and letter of non-supplanting) must be faxed to (202)354-4147. You must include your GMS application number and the Program title of the OVW program to which you are applying on all materials submitted by fax.

Note: If the applicant notifies OVW in advance of the deadline of its inability to submit an application electronically and demonstrates that it has made reasonable efforts to comply with the requirement to submit its application electronically, OVW may, at its discretion, allow submission of the application in a paper version via overnight express only. (General mail delivery is still delayed by heightened security screenings in the D.C. area.) The applicant must continue its efforts to submit an application electronically. An application approved for submission in hard copy/paper version will be accepted only if it is postmarked no later than the date of the application deadline and is sent to the address listed in the Additional Information section.

APPENDIX B

Budget Detail Worksheet and Sample Budget

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted. (Example assumes a 24 month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Ellen Smith, Director	(\$40,000/yr x 100% x 2)	\$80,000
John Jones, Attorney	(\$40,000/yr x 100% x 2)	\$80,000
Administrative Assistant	(\$27,000/yr x 50% x 2)	<u>\$27,000</u>
Subtotal	\$187,000	
Cost of living increase	(\$93,500 x 2% x 1 yr.)	\$1,870

The director and attorney will be assigned exclusively to domestic violence cases. A half-time administrative assistant will prepare materials and reports and provide other administrative support. A 2% cost of living adjustment is scheduled for all personnel for year 2 of the grant.

TOTAL **\$188,870**

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Director, Attorney, and Admin. Assistant		
Employer's FICA	\$188,870 x 7.65%	\$14,449
Retirement	\$188,870 x 6%	\$11,332
Health Insurance	\$188,870x 12%	\$22,664
Workman's Compensation	\$188,870 x 1%	\$ 1,889

TOTAL **\$50,334**

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
Training	To be Determined	Airfare	(\$2000 x 2 people x 2 trips)	\$8,000
Hotel			(\$100/night x 3 nights x 2 people x 2 trips)	\$1,200
Meals			(\$50/day x 4 days x 2 people x 2 trips)	\$800

Travel costs have been budgeted in accordance with the organization's established travel policies to attend trainings as required by OVW.

Total **\$ 10,000**

D. Equipment - List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
2 -Pentium III Processor	(\$2,000 x 2)	\$4,000

The computers will be used by the director and attorney to maintain and analyze case information.

TOTAL \$4,000

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$50/mo x 24 mo)	\$1,200
Postage	(\$20/mo x 24 mo)	\$ 480
Training Materials	(\$2/set x 500 sets)	\$1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used to train legal services providers on the dynamics of domestic violence.

TOTAL \$2,680

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
----------------	----------------------------	-------------

TOTAL 0

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
Jane Doe	Domestic Violence Trainer	(\$350/day x 30 days)	\$10,500

Jane Doe, Domestic Violence Trainer, will be hired, as needed, to assist with the education of attorneys providing legal services.

Subtotal **\$10,500**

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, meals, lodging etc.)

Item	Location	Computation	Cost
Airfare	San Diego	\$400 x 6 trips	\$2,400
Hotel and Meals		(\$100/day x 30 days)	\$3,000

Jane Doe is expected to make up to 6 trips to provide training and technical assistance to the project.

Subtotal **\$5,400**

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
Not applicable	Subtotal <u>0</u>
TOTAL <u>\$15,900</u>	

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Rent	(550 sq. ft. x \$1/sq. ft./month) (\$550 mo. x 24 mo.)	\$13,200

This rent will pay for office space for the domestic violence unit. No space is currently available.

Telephone	(\$100/mo. x 24)	\$2,400
Printing/Reproduction	(\$150/mo. x 24)	\$3,600

TOTAL **\$19,200**

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
--------------------	--------------------	-------------

TOTAL **0**

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	<u>\$188,870</u>
B. Fringe Benefits	<u>\$ 50,334</u>
C. Travel	<u>\$ 10,000</u>
D. Equipment	<u>\$ 4,000</u>
E. Supplies	<u>\$ 2,680</u>
F. Construction	<u>\$ 0</u>
G. Consultants/Contracts	<u>\$ 15,900</u>
H. Other	<u>\$ 19,200</u>
Total Direct Costs	<u>\$290,984</u>
I. Indirect Costs	<u>\$ 0</u>
TOTAL PROJECT COSTS	<u>\$290,984</u>
Federal Request	<u>\$290,984</u>
Non-Federal Amount	<u>\$ 0</u>

APPENDIX C

**Sample Memorandum of Understanding
Sample Memorandum in Support of Exemption**

SAMPLE

[Applicant Letterhead]

Memorandum of Understanding

WHEREAS, Legal Services of America ("LSA") [applicant], XYZ Legal Aid and the ABC Safety Shelter Project have come together to collaborate and to make an application for Legal Assistance for Victims grant; and

WHEREAS, the partners listed above have agreed to enter into a collaborative agreement in which LSA will be the lead agency and named applicant and the other agencies will be partners in this application; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to the Office of Justice Programs on or before December 13, 2001;

[Description of Collaborative Relationship]

- ▶ *provide a brief history of the collaborative relationship between the partners, including when and under what circumstances the relationship began and when each partner joined the collaboration;*
- ▶ *describe any changes in the collaboration, including an explanation or description of any new or additional partners that have been added, or any partners that would no longer participate;*

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

The partners will provide civil legal services to victims of domestic violence, sexual assault, and stalking including:

- ▶ *specify the extent of each party's participation in developing the application;*
- ▶ *clearly state the roles and responsibilities each organization or agency will assume to ensure the success of the proposed project;*

- ▶ *identify the representatives of the planning and development team who will be responsible for planning, developing and implementing project activities and describe how they will work together and how they will work with project staff;*
- ▶ *demonstrate a commitment on the part of all partners to work together to achieve stated project goals; and*
- ▶ *indicate approval of the proposed project budget by all signing parties.*

1. LSA and XYZ will provide legal services to victims of domestic violence that will include:

[Describe the resources each partner will contribute to the project either through time, in-kind contribution or with the use of grant funds (for example, office space, project staff, training).]

- a. obtaining protection orders, providing representation for divorce, custody and/or visitation cases and obtain child support orders;
- b. providing representation for administrative matters such as access to benefits for housing and/or landlord/tenant matters, and for matters related to employment, including unemployment compensation;
- c. providing other legal services that may become necessary to properly and completely represent a victim of domestic violence;
- d. develop programs to reach diverse and traditionally underserved populations, including racial, cultural, or ethnic minorities; the disabled; language minorities; or domestic violence victims in rural or inner-city areas.

2. LSA [applicant] and ABC will collaborate in the following manner:

- a. provide services such as comprehensive initial and on-going training to insure a consistent level of qualified representation by attorneys and/or legal advocates knowledgeable about the law and sensitive to the dynamics of battering relationships;
- b. attorney representing domestic violence client will confer with victim advocate about pending case where necessary with client's permission;
- c. meet at least three times a month for cases referral reviews and follow- up.

3. LSA and ABC will collaborate in the following manner:

- a. LSA will:
 1. refer clients to ABC for counseling, advocacy, resources;
 2. train all attorneys on interviewing, safety planning; and
 3. conduct monthly outreach on legal procedures for shelter clients.
- b. ABC will:
 1. train LSA attorneys every three months on emerging issues;
 2. train all staff funded by grant initially on the dynamics of domestic violence and safety issues
3. The collaboration service area includes a ten county area in [your State]. The ten counties to be served are:
4. The partners agree to collaborate and provide civil legal, advocacy and training services to victims of domestic violence and to other providers of victims of domestic violence pursuant to the program narrative of the grant application attached to this agreement.
5. Compensation for [non-lead] partners' contribution to this project will be provided as outlined in the attached OJP budget detail. By signing here, each entity signifies approval of this collaboration including the proposed budget.

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XYZ [applicant' authorizing official]
Legal Services of America

ABC Safety Shelter Project

Dated: December 13, 2003

cc: Agencies and Interested Parties

Please FAX to (202)354-4119 and (202)354-4147. On each page of the faxed document, please include your GMS application number on each page of the document.

⁹Each application must include, as an attachment, a current (i.e., signed and dated in calendar year 2001) Memorandum of Understanding (MOU) developed and *signed by the chief executive officers and/or directors of all participating agencies* including nonprofit, nongovernmental domestic violence programs and legal services programs.

SAMPLE

[Applicant Letterhead]

Memorandum in Support of Request for Exemption

The (applicant) is a domestic violence/sexual assault victim services program is applying for a Legal Assistance for Victims Grant; and

The applicant has operated in the community for _____ years and provides the following services for victims _____

_____;

The applicant's accomplishments in the community are: _____

_____;

The applicant collaborates formally and/or informally with the following organizations in the following manner: _____

_____;

Letters of Support from the organizations listed above are attached hereto;

The applicant proposes to provide on-site legal advocacy and/or on-site legal services in the following manner: _____

_____;

The applicant is well suited to provide on-site legal advocacy and/or on-site legal services without the benefit of collaboration with a legal services organization

because

Applicant's other noteworthy accomplishments and/or special expertise

Based on the foregoing, the applicant respectfully requests exemption from the collaboration requirement of this grant program.

Name, Title

Date: December 13, 2003

cc: Agencies and Interested Parties

Please FAX to 202-354-4117 and 202-354-4147. On each page of the faxed document, please include your GMS application number on each page of the document.

APPENDIX D

Sample Certification of Nonsupplanting

SAMPLE

[Applicant Letterhead]

[date]

**Diane M. Stuart, Director
Office on Violence Against Women
810 7th Street, NW
Washington, DC 20531**

[Applicant] certifies that any funds awarded through the Legal Assistance for Victims Grant Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of providing services to victims of domestic violence, dating violence and child victimization. The [name of applicant] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]

APPENDIX E

Sample Certification Letter

[Applicant Letterhead]

[date]

**Diane M. Stuart, Director
Office on Violence Against Women
810 7th Street, NW
Washington, DC 20531**

Dear Ms. Stuart:

This letter serves to certify that [Applicant] is in compliance with the following statutory requirements:

- (1) Any person providing legal assistance through a program funded under (this Program) has completed or will complete training in connection with domestic violence or sexual assault and related legal issues.**
- (2) Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a state, local, or tribal domestic violence or sexual assault program or coalition, as well as appropriate State and local law enforcement officials.**
- (3) Any person or organization providing legal assistance through a program funded under (this Program) has informed and will continue to inform State, local, or tribal domestic violence or sexual assault programs and coalitions, as well as appropriate State and local law enforcement officials of their work.**
- 4) The grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, or child sexual abuse is an issue.**

Sincerely,

[Applicant's Authorizing Official]

APPENDIX F

Letter of Intent

[Applicant Letterhead]

[date]

**Diane M. Stuart, Director
Office on Violence Against Women
810 7th Street, NW
Washington, DC 20531**

Dear Ms. Stuart:

This letter serves to notify the Office on Violence Against Women that *[Applicant]* intends to submit an application for funding to the Legal Assistance for Victims Grant Program for Fiscal Year 2005.

Sincerely,

[Applicant's Authorizing Official]